

CHAPTER 17

LOCAL PROGRAMS TABLE OF CONTENTS

17.01.00.00	GENERAL
01.00	Introduction
01.01	Objectives
01.02	Background
01.03	Reengineering
01.04	Types of Projects
01.05	Identifying Projects with Right of Way Issues
17.02.00.00	ROLES AND RESPONSIBILITIES
01.01	FHWA - General
01.02	FHWA Role
01.03	Process Reviews
01.04	Title VI, 1964 Civil Rights Act
02.01	Local Public Agencies Roles
03.01	State Roles
03.02	California Transportation Commission (CTC)
03.03	State Transportation Improvement Program (STIP)
04.01	Department's Role
04.02	Department's Role - Local Assistance (Off System) Projects
04.03	Department's Role - Special Funded (On System) Projects
04.04	Right of Way Headquarters' Role
04.05	Region/District Role - Engineering
04.06	Region/District Role - Right of Way
17.03.00.00	FEDERAL-AID LOCAL ASSISTANCE PROJECTS (OFF-SYSTEM PROJECTS)
01.00	General
02.01	Funding and Programming - Roles of Metropolitan Planning Organizations and Regional Transportation Planning Agencies
03.01	Guidelines for Allocation, Monitoring and Auditing of Funds for Local Assistance Projects
03.02	Summary - Programming Procedures
04.01	Region/District Responsibilities - Local Assistance Projects
05.01	Suggested Priorities
06.01	Utility Relocation - Alternate Procedure
06.02	High and Low Risk Underground Facilities
07.01	Appraisals
07.02	Appraise Right of Way/Determine Fair Market Value
07.03	Appraisal Review
07.04	Determination of Just Compensation In Lieu of An Appraisal
07.05	Separation of Appraisal and Acquisition Functions
07.06	Dual Appraisal Requirements
07.07	Waiver of Dual Appraisals

17.03.00.00 FEDERAL-AID LOCAL ASSISTANCE PROJECTS (OFF-SYSTEM PROJECTS)
(Continued)

- 08.01 Right of Way Acquisition
- 08.02 Acquisition - Uniform Act Requirements
- 08.03 Advance Acquisition/Hardship/ Protection
- 08.04 Donations and Dedications
- 09.01 Condemnation/Eminent Domain
- 10.01 Relocation Assistance
- 11.01 Property Management
- 12.01 Excess Lands (Acquisition and Disposal)
- 13.01 Monitoring
- 13.02 Monitoring Levels
- 13.03 Monitoring Findings
- 13.04 Violations of What the Department Considers to be Good Business Practices
- 13.05 Violations Requiring Corrections

17.04.00.00 SPECIAL FUNDED PROJECTS (ON-SYSTEM PROJECTS)

- 01.00 Special Funded - Background
- 01.01 Sales Tax/Measure Projects
- 01.02 Locally Funded Projects
- 01.03 Partnership Projects
- 01.04 Privately Funded Projects
- 01.05 Public Toll Roads
- 01.06 Private Toll Roads
- 01.07 Encroachment Permits Projects
- 02.01 Special Funded Procedures - General
- 02.02 Project Estimates
- 02.03 STIP Requirements
- 02.04 PMCS and XPM Requirements
- 02.05 Support Budget for Special Funded Projects
- 02.06 Project Report/Project Study Report (PR/PSR)
- 02.07 FHWA Role - Mixed Funding
- 02.08 NEPA/CEQA
- 02.09 Hazardous Waste Studies
- 03.01 Advance Right of Way Activities
- 03.02 Advance Acquisitions
- 03.03 Hardship
- 03.04 Protection
- 03.05 Dedications
- 03.06 Donations (Contributions)
- 03.07 Donations as Local Match
- 03.08 Advance Acquisition - Procedures
- 03.09 Projects Before Environmental Clearance
- 03.10 Projects with Environmental Clearance
- 03.11 Acquisition of Excess
- 03.12 Sale or Exchange of Excess Property

17.04.00.00	SPECIAL FUNDED PROJECTS (ON-SYSTEM PROJECTS) (Continued)
04.01	Utility Relocation
04.02	Utility Master Agreements
04.03	High/Low Risk Utility Facilities
04.04	Agreement for Positive Location of Underground Utilities (Pos-Loc)
05.01	Cooperative Agreements
05.02	Preapproved Clauses
05.03	Local Programs/Planning and Management Coordination
05.04	Capital Support Reimbursed Work
05.05	Reimbursed Supervision
05.06	Final Design/Plans, Specifications, and Estimate (PS&E)
05.07	LPA Qualification Requirements
06.01	Special Funded Projects - Duties
06.02	Oversight (Quality Assurance)
06.03	Expenditure Authorizations - Oversight
07.01	Special Funded Projects - Appraisals
07.02	Dual Appraisal Requirements
07.03	Waiver of Dual Appraisals
07.04	Waiver of Dual Appraisals (Measure Projects/100% Locally Funded) - Discussion
07.05	Access Control - Private Property Benefits
07.06	New Public Road Connection - Benefits
08.01	Special Funded - Acquisition
08.02	Acquisition Settlements
09.01	Condemnation for LPA Projects - General
09.02	Condemnation Responsibilities - Caltrans
09.03	Condemnation - General - LPA Responsibilities
09.04	Condemnation Trials - LPA Responsibilities
09.05	Condemnation - Cooperative Agreement Requirements
10.01	Property Management - Income
11.01	Local Agency Relocation Assistance Appeals Process
12.01	Project Certification
13.01	Acceptance of Title by Caltrans
14.01	Assessment Districts
17.05.00.00	LOCAL AGENCY QUALIFICATIONS
01.01	Qualifications - General
01.02	LPA Qualification Requirements
01.03	Levels of Qualification for LPAs
02.01	Procedures for Obtaining Qualification Status
02.02	Qualification Requirements
02.03	Qualification Questionnaire
03.01	Caltrans Audits and Investigations
04.01	Region/District Approval
05.01	Maintenance Procedures for Qualification Status
06.01	Appraisal Review Qualification
07.01	Nonqualified LPAs - Options
08.01	Rescinding LPA Qualification Status
08.02	Concurrent Penalties

17.06.00.00	CONSULTANT QUALIFICATIONS
01.01	Consultant Qualifications - General
02.01	Competitive Bidding
03.01	LPA Liability for Consultants
03.02	Consultant Contracts
03.03	LPA Responsibilities
03.04	Contract Manager Responsibilities
03.05	Contract Administrator Qualifications
 17.07.00.00	 COOPERATIVE AGREEMENTS
01.01	Introduction
01.02	Authority to Enter into Agreements
01.03	Participation Policy
01.04	Authorizing Documents
01.05	Preparing and Processing the Agreement
01.06	Use of Standard Clauses
01.07	Special Articles
01.08	Legal Opinions
01.09	Fiscal Policy
01.10	Region/District R/W Review
01.11	Utilities - Freeway Projects
01.12	Positive Location of Underground Utilities (Pos-Loc)
01.13	High and Low Risk Policy
01.14	Agreements/Encroachment Permits Policy
01.15	Agreement Types and Usage
01.16	Agreement Preparation
01.17	Cooperative Agreement Checklist
02.01	Memoranda of Understanding - General
02.02	Process and Approvals
02.03	Sample MOUs
03.01	Cooperative Agreements (Measure Projects) - General
03.02	Process and Approvals
04.01	Cooperative Agreements (Nonmeasure Projects) - General
04.02	Process and Approvals
05.01	Highway Improvement Agreements (Privately Funded Projects) - General
05.02	Process and Approvals
06.01	Agreements for Advance Acquisition - General
07.01	Encroachment Permits - General
 17.08.00.00	 PROJECT CERTIFICATION
01.00	Definition
02.00	Purpose
03.00	Use of This Chapter
04.00	Unusual Project Circumstances/Conflicts
05.00	Projects Requiring a Right of Way Certification
06.00	Time Requirement for Right of Way Certifications Requiring FHWA Approval
07.00	Time Requirements for Certifications to the Office Engineer
08.00	Updating the Right of Way Certification
09.00	Corrections, Additions, and Deletions to Certification
10.00	Functional Monitoring and Record Retention
11.00	Procedures for Certification of Privately Funded Projects on the State Highway System

17.08.00.00	PROJECT CERTIFICATION (Continued)
12.00	Procedures for Certification of Projects Off the State Highway System Which Require No Additional Right of Way (No Right of Way Certification)
12.01	No Additional Right of Way Required
12.02	Certification Acceptance by the District Local Assistance Engineer
13.00	Prerequisites to Certification of a Project by an LPA
13.01	General Steps for an LPA Certification of a Project
13.02	Certification Levels
13.03	Right of Way Certification Process in the Region/District
14.00	Certification Format
14.01	Federal Aid in Right of Way and Utilities
14.02	Required Right of Way
14.03	Certifications with Agreements for Possession and Use or Rights of Entry
14.04	Status of Affected Railroad Facilities
14.05	Material and Disposal Sites
14.06	Status of Required Utility Relocations
14.07	High and Low Risk Underground Facilities
14.08	Right of Way Clearance
14.09	Compliance with Relocation Assistance Program Requirements
14.10	Cooperative Agreements
14.11	Certification - Authorized Signature
14.12	Indemnification by Local Agency for On-System Projects
17.09.00.00	TRANSPORTATION ENHANCEMENT ACTIVITIES (TEA) AND ENVIRONMENTAL ENHANCEMENT AND MITIGATION (EEM)
01.01	EEM/TEA - General
02.01	EEM - General
03.01	TEA - General
03.02	Environmental Clearance
04.01	Restrictive Covenants
05.01	R/W Responsibilities
05.02	Reimbursement Procedures
05.03	Responsibilities for Purchase Escrows
17.10.00.00	FEDERAL REIMBURSEMENT REQUIREMENTS
01.01	Introduction
01.02	Eligible Right of Way Costs
01.03	Authorization Procedures
01.04	Reimbursement Procedures
02.01	Processing of Audits
02.02	Project Completion and Audits
03.01	Final Vouchering
04.01	Record Retention
05.01	Financial Sanctions
17.11.00.00	DEFINITIONS AND REFERENCES
01.01	Definitions
01.02	References
17.12.00.00	FORMS AND EXHIBITS
00.01	Use of the Department's R/W Forms/Exhibits